

CONTENTS

PAGES 2-3	-	U.K. WORK PERMIT REQUIREMENTS
PAGE 4	-	ADMISSION FOR BUSINESS AND SELF EMPLOY
PAGE 6	-	STUDENT EXCHANGE WORK PERMITS
PAGE 7	-	INFO. FOR INTENDED VISITORS TO U.K.
PAGE 8	-	RESIDENCE IN THE U.K. OTHER THAN EMPLOY
PAGE 9	-	LETTER TO INQUIRERS RE: RESIDENCE/ EMPLOY
PAGE 10	-	EMPLOY WITH U.S. COMPANIES IN U.K.
PAGE 11-12	-	ADVICE ON HOW FAMILY CAN COME TO U.K.
PAGE 13	-	BRITISH IMMIGRATION CONSULTANTS
PAGE 14	-	HOME OFFICE NUMBERS

UNITED KINGDOM WORK PERMIT REQUIREMENTS

American citizens need work permits if they are to be employed in the United Kingdom. **Permits must be secured before arrival;** failure to comply with this requirement may result in refusal of entry to the country. The responsibility for securing work permits rests with the prospective employer. Applications may take up to eight weeks or more to process.

Permits are issued only for work requiring people in the following categories: senior executive staff; highly qualified technicians with specialized experience; senior employees of multi-national companies which require an employee to transfer abroad, or for a post designed to develop the career of an existing employee; a post at board level or equivalent for which there is no other suitable candidate; a post essential to an inward investment project; key-workers, defined as those having technical or specialized skills essential to the operation of a company and whose specialist knowledge is not available in the U.K. or European Community. This may also include experienced workers for senior posts in the hotel and catering industry.

Permits will **not** be issued for jobs at manual, craft, clerical, secretarial or similar levels, or for resident domestic work, such as nannies and housekeepers.

Some categories of employment are “permit free”. Those seeking entry in the following groups do not require work permits. They must, however, secure appropriate entry clearance from the nearest British diplomatic mission before arriving in the United Kingdom. **Failure to do so will result in refusal of entry to the country.** Permit free categories include those seeking to establish themselves in business or self employment; ministers of religion; journalists; sole representatives of overseas firms; employees of overseas governments; seamen under contract to join a ship in British waters; operational ground staff of overseas airlines; doctors and dentists.

Only under exceptional circumstances will work permit applications be accepted on behalf of persons already admitted to the U.K. in a temporary capacity (students or trainees) and only if the position to be filled requires extremely scarce skills and high qualifications.

Dependents of work permit holders must secure permission to enter the United Kingdom in advance of arrival. Entry clearance must be obtained from a British diplomatic mission overseas. Work permit holders and dependents are required to register with British police on arrival. The decision to issue work permits or entry clearance certificates rests with the appropriate British government agency.

THE U.S. EMBASSY CANNOT INTERVENE WITH ANY APPLICATION.

UNITED KINGDOM GOVERNMENT INFORMATION CONTACTS

The Department for Education and Employment (DEE) is the office that a) decides applications for overseas nationals who are abroad, b) issues work permits for work in England, Wales and Scotland, c) decides whether an application meets the criteria and not whether the person needs a permit, and d) makes a recommendation to the Home Office for overseas applicants who are already working here. For further information, contact the Department for Education and Employment, Overseas Labour Service, Level West 5, Moorfoot, Sheffield S1 4PQ. For telephone enquiries, please call:

GENERAL ENQUIRIES:

Tel: (0114) 259-4074
Fax: (0114) 259-3728

MAIN SCHEME WORK PERMIT ENQUIRIES:

Divided alphabetically according to employer's name, e.g. Dolcis Shoes = Section X

Employers A-G

Section X

Tel: (0114) 259-3290
Fax: (0114) 259-3345

Employers H-N

Section Y

Tel: (0114) 259-4810
Fax: (0114) 259-4775

Employers O-Z

Section Z

Tel: (0114) 259-4425
Fax: (0114) 259-4073

SPORT AND ENTERTAINMENT:

Tel: (0114) 259-3710
Fax: (0114) 259-4987

TRAINING AND WORK EXPERIENCE:

Tel: (0114) 259-4071
Fax: (0114) 259-3707

APPLICATION FORMS AND GUIDANCE NOTES:

Tel: (0990) 210224

GENERAL UK IMMIGRATION INFORMATION:

In the United States, contact the nearest British diplomatic mission. In the United Kingdom, contact the Home Office, Immigration and Nationality Directorate, Public Caller Unit, Block C, Whitgift Centre, Croydon CR9 2AR, ph: 0870-606-7766.

ADMISSION FOR BUSINESS AND SELF-EMPLOYMENT

American citizens seeking admission to the United Kingdom to establish a business, whether individually or in a partnership, must first obtain an entry clearance from a British diplomatic mission abroad - this will be a British Embassy, Consulate or High Commission. Applicants for entry clearance must demonstrate that there is a genuine need for their services and investment; that the level of financial investment will be proportional to their interest in the business; that they will be able to bear the full burden of their share of the liabilities, and that they will be occupied full-time in the running of the business. In no case should the amount invested be less than £200,000.00. Documentary evidence that these funds are under the applicant's control will be required.

Take-overs and Partnerships: If intending to take over, or join an existing business as a partner, in addition to the above requirements, applicants must show that their share of the profits will be sufficient to maintain and accommodate themselves and any dependents. Audited accounts of the business for previous years will be required in order to establish the precise financial position. Also required is a statement of the terms on which the applicant is to enter, or take over, the business. The proposed services and investment should create new, full-time employment in the business for at least two persons already settled here. If the relevant requirements cannot be satisfied, or if it appears the proposed partnership or directorship is simply a means to disguise employment, or if it seems likely that, to obtain a livelihood, additional employment will be needed to supplement income, then entry clearance will be denied.

New Business and Self-Employment: In addition to the requirements detailed in the first paragraph, applicants must satisfy the entry clearance officer that they will be bringing into the country sufficient funds in the region of £1million of their own money which is under their own control and not held in trust plus show an outline of an investment portfolio showing an intention to invest £750,000.00 of their own money either in U.K. government bonds or in share capital or loan capital in active and trading U.K. registered companies (not property companies). The capital does not need to be transferred to the U.K. until entry clearance has been granted, however, the prospective investor will have to show that they intend to transfer the funds to the U.K. and that there are no restrictions to this. They will have to establish an enterprise that can realistically be expected to maintain and accommodate the applicant and any dependents without recourse to employment (other than self-employment) or to public funds. Proof that the business will provide new, paid full-time employment for at least two persons already settled here will be required.

Writers and Artists: Entry clearance must be obtained in advance of arrival for those seeking to establish themselves in the United Kingdom as writers and artists. Applicants must prove they will be able to maintain and accommodate themselves and any dependents from their own resources, including the proceeds of self-employment, without recourse to other employment or to public funds. No work, other than that related to self-employment as a writer or artist, is permitted.

For further information contact the nearest British diplomatic mission. In the United Kingdom contact the In the United Kingdom, contact the Home Office, Immigration and Nationality Directorate, Public Caller Unit, Block C, Whitgift Centre, Croydon CR9 2AR, ph: 0870-606-7766. WWW.OPEN.GOV.UK

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STUDENT EXCHANGE WORK PERMITS

The *Work in Britain* program is sponsored and administered by BUNAC (the British Universities North America Club) and has been running since 1966. BUNAC has offices in Connecticut, London and Edinburgh, and is a non-profit, non-political organization specializing in international work and travel programs.

The Student Exchange Employment Program *Blue Card* acts as an entry visa and allows US students to work in Britain for up to six months.

You must be a full-time student taking at least eight credit hours or more towards a degree at an accredited US college or university. You must be an American citizen in possession of a valid passport, at least 18 years old, and have access to at least \$1000 when you enter the United Kingdom. Your *Blue Card* must be issued before you arrive in the United Kingdom and presented to British Immigration upon entry.

To apply, order forms from BUNAC at www.bunac.org. Submit the application form and supporting documents to BUNAC's Connecticut office at the address shown below.

There is a program fee of \$250.

For detailed information, visit the web site or contact:

BUNAC USA, PO Box 430, Southbury, CT 06488
Phone: (203) 264-0901; Fax: (203) 264-0251; E-mail: enquiries@bunacusa.org

BUNAC UK, 16 Bowling Green Lane, London EC1R 0QH
Phone: 020-7251 3472; Fax: 020-7251 0215; E-mail: enquiries@bunac.org.uk

INFORMATION FOR INTENDING VISITORS TO THE UNITED KINGDOM

United States citizens do not require a visa to enter the United Kingdom if the purpose of their visit is tourism and they plan to stay for less than six months.

Arriving passengers must be able to show to the satisfaction of the Immigration Officer at the port of entry that they can financially bear the cost of their visit, that they have a clear intention to depart at the end of the time for which they have requested entry, and that they are not coming for any reason for which entry clearance would otherwise be required. Visitors may be asked to produce travelers checks, cash and onward or return tickets as well as a valid United States passport.

If a person resident in the United Kingdom is sponsoring the visit, it is advisable to carry a letter from the host that can be shown to the Immigration Officer on arrival. The Immigration Officer may contact the host to verify sponsorship details. If the Immigration Officer is not satisfied with the arrangements, or suspects that the passenger is coming for other than a short period, he/she may refuse the passenger admission.

Visitors are free to transact business directly linked to their employment or business abroad. However, visitors may not take paid or unpaid employment, including self-employment, produce goods or provide services, or sell goods or services to the public. Those wishing to establish themselves in business or self-employment, and those seeking entry to work, look for work or to attend school will be refused entry to the country. Such passengers **must be in possession of a work permit or other entry clearance in advance of arrival.**

The requirement for entry clearance extends to fiancé(e)s, partners, spouses and other dependents traveling to the United Kingdom to be with persons already settled here, and those intending to study. If an Immigration Officer is not satisfied that the passenger is coming for tourist purposes or to transact appropriate business, admission to the country will be refused.

Visitors are not permitted to stay longer than six months. An application from a person admitted as a visitor to stay on a more permanent basis or to work will be refused. If more than a visit is intended, you must obtain a work permit or appropriate entry clearance before seeking entry to the United Kingdom.

The decision whether a person may enter the United Kingdom as a tourist is entirely in the hands of the British government, **the American Embassy is not able to intervene in that decision on behalf of individual citizens.**

Further information may be obtained from the Home Office, Immigration and Nationality Directorate, Public Caller Unit, Block C, Whitgift Centre, Croydon CR9 2AR, ph: 0870-606-7766. WWW.OPEN.GOV.UK.

RESIDENCE IN THE UNITED KINGDOM FOR REASONS OTHER THAN EMPLOYMENT

United States citizens may apply for entry clearance prior to arrival in the United Kingdom at the nearest British Embassy, Consulate or High Commission in the United States for permission to reside in the United Kingdom, but approval of the application is normally based either on the fact that the individual is a person of independent means, (for example a retired person) who will not need to rely on public funds or employment to support himself, or on the person's marriage to a British subject.

A United States citizen of independent means must satisfy the entry clearance officer abroad that he has, under his own control and disposable in the United Kingdom, a net income of not less than £25,000 a year. He must also be able and willing to accommodate indefinitely any dependents in the United Kingdom without recourse to public funds. An entry clearance will not, however, be granted solely because these financial conditions are met. In addition, the applicant must demonstrate a close connection with the United Kingdom (including, for example, the presence of close relatives here or periods of previous residence), or that his admission would be in the general interests of the United Kingdom. A United States citizen who entered on any other basis will not normally be permitted to remain as a person of independent means.

United States citizens who marry British subjects are normally accepted as United Kingdom residents following their marriage. They should contact either the British diplomatic mission if abroad, or the Home Office, Immigration and Nationality Directorate, Public Caller Unit, Block C, Whitgift Centre, Croydon CR9 2AR, ph: 0870-606-7766. Each application is treated according to its merits.

A United States citizen who contemplates seeking British nationality should contact the Passport and Citizenship Unit at the Embassy for advice.

American Citizen Services
24 Grosvenor Square
London W1A 2LQ

Dear Sir or Madam:

In response to your recent letter requesting information about residing temporarily or indefinitely in the United Kingdom, I must inform you that this is a matter falling solely within the jurisdiction of the British immigration authorities.

I am enclosing the Embassy's information sheet that I hope will answer your questions. Although every effort has been made to ensure that the information is correct at this time, you should be aware that questions about British laws and regulations can be answered authoritatively only by the appropriate offices of the British government.

As the Embassy is unable to intervene in cases of this nature, any inquiry or application in the matter should be addressed to the Immigration Service of the Home Office, Immigration and Nationality Directorate, Public Caller Unit, Block C, Whitgift Centre, Croydon CR9 2AR, ph: 0870-606-7766. Outside the United Kingdom you should contact the nearest British Embassy or Consulate for the latest information.

When corresponding with the relevant office, furnish the full name (including maiden name if appropriate) and date and place of birth of the person concerned. In on-going cases, you should also provide the Home Office reference number.

Sincerely,

Consul

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EMPLOYMENT WITH U.S. COMPANIES IN GREAT BRITAIN

The Embassy cannot assist in finding employment and has no information about employment opportunities with either British or American companies. Most advertise in leading British newspapers or in trade journals. Others use the services of employment and staff agencies or management consultants. The Embassy does not keep its own list of U.S. firms operating in the United Kingdom or in other parts of the world. The following are directories of American companies with overseas subsidiaries or agents:

- * Thomas Register of American Manufacturers
- * Directory of American Firms Operating in Foreign Countries

The American Chamber of Commerce (United Kingdom) collects and distributes list of American companies in the U.K. You may wish to contact the Chamber at 75 Brook Street, London W1Y 2EB, telephone 020-7493-0381.

The above publications are available at major public libraries, a list of libraries are also available by consulting the Yellow Pages telephone directory or the Local Thompson telephone directory.

Whether seeking employment with an American or British company, you will still require the appropriate work permit.

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ADVICE ON HOW FAMILY MEMBERS CAN COME TO LIVE IN THE UNITED KINGDOM

1. This information leaflet explains:

HOW YOUR FAMILY SHOULD APPLY TO COME TO THE UNITED KINGDOM
(Please see paragraphs 5 and 6).

WHICH FAMILY MEMBERS MAY COME (Please see paragraphs 7 and 8)

2. This leaflet is only a guide. The law is contained in the Immigration Act 1971 (and subsequent additions of 1988, 1993 and 1996) and the Immigration Rules. If you want more information about the Immigration Rules and how your family members may apply to come to the United Kingdom, you should contact the Home Office Immigration Service, a local immigration enquiry office, law centre, citizens advice bureau or community relations council, or your family members may enquire at the nearest British Embassy, High Commission or Consulate.

3. Your family may be able to come with you or join you if:

- a. You are already settled in the United Kingdom (i.e. living there permanently), or
- b. You are coming to live permanently in the United Kingdom, or
- c. You have or are seeking permission to take employment or to set up in business.

4. **MEMBER OF YOUR FAMILY MUST HAVE OBTAINED AN ENTRY CLEARANCE FROM A BRITISH EMBASSY OR HIGH COMMISSION BEFORE THEY TRAVEL TO THE UNITED KINGDOM. IF THEY INTEND TO COME AND LIVE HERE BUT THEY DO NOT HAVE AN ENTRY CLEARANCE THEY WILL NOT BE ALLOWED TO ENTER THE COUNTRY.**

5. Individuals should apply for an Entry Clearance by writing to the nearest British Embassy, High Commission or Consulate in the country where they are living, saying why they wish to come and giving details of the family members seeking to come.

6. Family members should apply for Entry Clearance well before they wish to travel to allow time for processing the application. They may be asked to go to the Embassy, High Commission or Consulate for an interview, and they may be asked to take certain documents with them.

7. If you are lawfully settled in the United Kingdom or if you are coming for permanent settlement, the following members of your family may be granted an Entry Clearance to join you if they meet the detailed requirements of the Immigration Rules (see paragraph 9):

- * Your husband or wife
- * Your fiancé(e)
- * Your children under 18
- * Your parents or grandparents if they are dependent on you and without close relatives to turn to in their own country

8. If you are coming for employment or to set up in business or self-employment, or as a person of independent means, the following members of your family may be granted an Entry Clearance to join you:

- * Your husband or wife
- * Your children under 18

9. The Immigration Rules specify the full requirements each of these relatives must satisfy before they can be granted entry clearance. In particular, they must be able to satisfy the entry clearance officer that they will be adequately maintained and accommodated in the United Kingdom. Further information can be obtained from the nearest Embassy, High Commission or Consulate.

10. For further information, please refer to the British Immigration and Nationality Directorate on WWW.OPEN.GOV.UK

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BRITISH IMMIGRATION CONSULTANTS

U.K. Immigration Advisory Service

The U.K. Immigration Advisory Service (UKIAS) is a voluntary organization, funded by the Home Office but operating independently. They are located at 190 Great Dover Street, London SE1 4YB. The nearest tube station is Borough, which is on the Northern line. The telephone number for this office is 020-7967-1200, Fax: 020-7378-0665. All aspects of immigration are handled free of charge. Telephone advice is available Wednesdays, 10am to 12:30 pm.

There are many other UKIAS's situated throughout the U.K. One other office in the London area can be contacted at 71 Grove Road, Hounslow, Middlesex, Tel: 020-8814-1115, Fax: 020-8814-1116

For persons who need urgent advice on detention, deportation or removal outside of office hours, call 020-7378-9191 and leave a message. The call will be returned on the next working day.

Asylum cases are handled by the Refugee Legal Centre located at Nelson House, 153-157 Commercial Road, London E1 2DA. The telephone number is 020-7780-3200, fax number: 020-7780-3201. This organization provides a free service. Further information on all the above services may be obtained via the internet, <http://www.iasuk.org> and www.refugee-legal-centre.org.uk.

This list of British Immigration Consultants is provided by the American Embassy as a convenience to United States citizens. A more complete and comprehensive list can be obtained by consulting the Yellow Pages telephone directory. Inclusion on this is based primarily on the Embassy obtaining the permission of the consulting firm to include its name on the list for the convenience of American Citizens and does not denote recommendation. The American Embassy at London assumes no responsibility for the professional ability or integrity of the firms listed. Fees and the services to be provided are a matter for agreement solely between the individual and the consultant. For a complete list see: www.oisc.gov.uk.

FERGUSON, SNELL & ASSOCIATES LIMITED: 10/11 Heathfield Terrace, Chiswick London W4 4JE, Tel: 020-8747-3004, Fax: 020-8742-1287.

COOPER TUFF CONSULTANTS: 146 Buckingham Palace Rd, London SW1 9TR, Tel: 0870-990-9480/2, Fax: 0870-990-9483. Contact either Nigel Cooper or Robert Tuff.

WORKPERMIT.COM: 11 Bolt Court, Fleet Street, London EC4A 3DQ Tel: 020-7842-0800, Fax: 020-7353-0100, Email: shabrina.ali@workpermit.com, Website: www.workpermit.com

COMMONWEALTH IMMIGRATION CONSULTANTS LTD: 59 Cambridge Gardens, London, N10 2LN, Tel: 020-8365-3380. Fax: 020-883-0582. Contact Tim McMahon.

REED SMITH LLP: Minerva House, 5 Montague Close, London SE1 9BB. Tel: 020- 7403-2900, Fax: 020-7403-4221. Caron Pope, Partner. Tel: 020-7556-6833, Email: cpope@reedsmith.co.uk.

Peter Alfandary, Immigration Practice Group Leader: Tel: 020-7556-6703. Email: palfandary@reedsmith.co.uk.

BLAKEMORES SOLICITORS: 40-42 Great Charles Street, Queensway, Birmingham, B3 2AT. Tel: 0121-234-9300. Fax: 0121-234-7299. Website: www.blakemores.co.uk. James Howard, Immigration Solicitor and Team Leader: james.howard@blakemores.co.uk

HOME OFFICE

For information on UK immigration requirements, contact:

The Immigration and Nationality Directorate
Public Caller Unit
Block C
Whitgift Centre
Croydon CR9 2AR

For general information, dial 0870-606-7766

For cases currently under consideration, dial 0870-606-1592

When calling, be prepared to provide the following information:

- Your name
- Your date of birth
- Your nationality
- Your date of entry to the UK
- Your current UK immigration status
- Your Home Office reference number if you have one

The office is open from 9.00am to 4.00pm Monday through Wednesday, 10.00am to 4.00pm Thursday and 9.00am to 4.00pm on Friday, excluding British holidays.

There are frequent trains to East and West Croydon stations from Victoria, Waterloo, Charing Cross and London Bridge stations in London. You can obtain further travel inquiries by calling British Rail on (0207) 928-5100.

Buses run to Croydon from many parts of South London and you can obtain further travel inquiries by calling London Buses on (0207) 222-1234.

At busy times, you may find parking difficult.

- ❖ Inquiries about British citizenship should be directed to the Home Office Nationality Enquiry Bureau, 3rd Floor, India Building, Water Street, Liverpool L2 0QN, telephone (0151) 237-5200 , WWW.OPEN.GOV.UK.

❖ Anyone wishing to **extend their legal stay** in the UK must call (0151) 237-0405 to arrange an appointment with the Public Enquiry Office, 1st Floor, Reliance House, Water Street, Liverpool.

ADMISSION FOR BUSINESS AND SELF-EMPLOYMENT

American citizens seeking admission to the United Kingdom to establish a business, whether individually or in a partnership, must first obtain an entry clearance from a British diplomatic mission abroad - this will be a British Embassy, Consulate or High Commission. Applicants for entry clearance must demonstrate that there is a genuine need for their services and investment; that the level of financial investment will be proportional to their interest in the business; that they will be able to bear the full burden of their share of the liabilities, and that they will be occupied full-time in the running of the business.

Take-overs and Partnerships: If intending to take over, or join an existing business as a partner, in addition to the above requirements, applicants must show that their share of the profits will be sufficient to maintain and accommodate themselves and any dependents. Audited accounts of the business for previous years will be required in order to establish the precise financial position. Also required is a statement of the terms on which the applicant is to enter, or take over, the business. The proposed services and investment should create new, full-time employment in the business for at least two persons already settled here. If the relevant requirements cannot be satisfied, or if it appears the proposed partnership or directorship is simply a means to disguise employment, or if it seems likely that, to obtain a livelihood, additional employment will be needed to supplement income, then entry clearance will be denied.

New Business and Self Employment: In addition to the requirements detailed in the first paragraph, applicants must satisfy the entry clearance officer that they will be bringing into the country sufficient funds in the region of 1million of their own money which is under their own control and not held in trust, plus show an outline of an investment portfolio showing an intention to invest 750,000.00 of their own money either in U.K. government bonds or in share holdings or loan capital in active and trading U.K. registered companies (not property companies). The capital need not be transferred to the U.K. until entry clearance has been granted, however, the prospective investor will have to show that they intend to transfer the funds to the U.K. and that there are no restrictions to this. They will have to establish an enterprise that can realistically be expected to maintain and accommodate the applicant and any dependents without recourse to employment (other than self-employment) or to public funds. Proof that the business will provide new, paid full-time employment for at least two persons already settled here will be required.

If entry clearance is granted, investors will be given permission to stay in the U.K. for an initial 12 months. Towards the end of that time period, applicants should apply to the Home Office for permission for an extension of stay. Applicants will have to show that a) they have made the U.K. their main home; b) they have brought no less than 1million of their own money into the U.K. c) they have invested 750,000.00 of the 1million capital as required and d) they have maintained and accommodated themselves and any dependents without recourse to public funds or working as an employee.

If applicants meet the above requirements, permission may be granted to extend for another three years.

After four years (to include the initial 12 months entry visa) applicants may apply to the Home Office for permanent residence.

Writers and Artists: Entry clearance must be obtained in advance of arrival for those seeking to establish themselves in the United Kingdom as writers and artists. Applicants must prove they will be able to maintain and accommodate themselves and any dependents from their own resources, including the proceeds of self-employment, without recourse to other employment or to public funds. No work, other than that related to self-employment as a writer or artist is permitted.

Further information can be obtained from the nearest British diplomatic mission in the U.S. If in the U.K., contact the Home Office, Immigration and Nationality Directorate, Public Caller Unit, Block C, Whitgift Centre, Croydon CR9 2AR, ph: 0870-606-7766.